

County of San Diego  
Revised: October 21, 1996  
Reviewed: Spring 2003

**PERSONNEL RESEARCH PSYCHOLOGIST**  
**SENIOR PERSONNEL RESEARCH PSYCHOLOGIST**

**Class No. 002363**  
**Class No. 002400**

**DEFINITION:**

Performs research and analysis related to the full range of personnel services; serves as a technical advisor to the management and staff of the Department of Human Resources; may lead a team of personnel analysts engaged in related personnel research activities, and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

**Personnel Research Psychologist:** This is a journey level class. Under general direction, incumbents perform complex personnel research and analysis and serve as consultants to the Department of Human Resources, and other departmental staff on issues involving technical matters in the personnel field, and complex statistical procedures.

**Senior Personnel Research Psychologist:** This is a first line supervisory class. Under general direction, incumbents assign, direct, monitor and evaluate the work of subordinate staff and perform the most complex personnel research and analysis on major projects and studies.

The Personnel Research Psychologist class series differs from the Departmental Personnel Officer series, in that the Department Personnel Officers are responsible for the day-to-day administration of departmental personnel management functions, and differs from the Human Resource Analyst series in that Human Resource Analysts perform the centralized personnel functions such as recruitment and selection, position classification, and compensation analysis.

**EXAMPLES OF DUTIES:**

Plans, coordinates and leads activities to carry out complex personnel research and organizational assessment studies, including conducting validity studies using content, construct and criterion methodologies; interprets the results of complex statistical analyses of examination results to determine adverse impact and psychometric properties of selection procedures; develops research design for personnel research studies which are consistent with professional standards and federal and state regulations and guidelines; applies and directs the use of computerized data bases and software programs to retrieve, integrate, and analyze information to identify and forecast trends, costs and impacts associated with labor and budget proposals and other organizational and personnel-related issues; interprets and conducts quantitative, qualitative and cost/benefit analysis; prepares technical reports of study plans and results; trains and directs other staff in the use of statistical procedures such as simple and multiple correlation, partial correlation, factor analysis, analysis of variance and covariance, and other appropriate statistical procedures; designs and conducts training in statistics, job analysis, and research methodologies for project team members and staff of other divisions and departments; serves as a consultant to Human Resources staff and other departments on questions involving technical issues in the field of personnel assessment and statistics; reviews and makes recommendations on proposed legislation, guidelines, and other policy making documents which have implications for personnel programs and practices of the county; performs recruitment and selection, classification and organizational assessment assignments; reviews professional literature and

other resources to identify current issues and trends in the behavioral sciences and to determine appropriate methodologies; develops proposals to modify the county's personnel assessment practices to incorporate current developments in the field of applied personnel psychology; and may be required to provide expert testimony before commissions, courts or other official bodies.

Senior Personnel Research Psychologist: All of the duties listed above plus: assigns, directs, monitors and evaluates the work of subordinate staff; and performs the most complex research and analysis on major personnel projects and studies.

**MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Personnel Research Psychologist  
II = Senior Personnel Research Psychologist

**Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	
T	T	Principles, concepts, and terminology of the behavioral sciences.
T	T	Problems, techniques, methods and procedures for designing, planning, and conducting research, including current trends in research methodology.
T	T	Testing and measurement techniques and methods for employment selection.
T	T	Job analysis methodologies.
T	T	Advanced statistical methods and terminology.
T	T	Federal and state regulations and guidelines, related court decisions regarding employment selection practices, equal employment opportunity and affirmative action.
T	T	Professional standards such as American Psychological Association Division XIV standards on employment testing.
T	T	Computer usage in data integration and analysis.
T	T	Principles of public personnel administration.
G	T	Principles of supervision and training.

**Skills and Ability to:**

The following skills and abilities apply to both classes:

- Formulate and express technical and statistical information clearly, concisely and using proper grammatical form in writing and in oral presentations.
- Develop techniques for data organization, integration and analysis.
- Work independently, think creatively, and develop viable resolutions to personnel research problems.
- Identify new applications and areas of research.
- Manage time, meet deadlines, and bring closure by following projects to completion.
- Effectively estimate time and staff required to complete projects.
- Establish and maintain cooperative working relationships with all levels of staff and management and the public.
- Provide technical guidance and training to staff.

**Senior Personnel Research Psychologist (in addition to the above):**

- Assign, direct, monitor and evaluate the work of subordinate staff.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

**Personnel Research Psychologist:**

A graduate degree in Industrial/Organizational Psychology, Educational Psychology or other closely related field; AND two (2) years of professional experience in conducting complex studies involving personnel research and analysis, employment test development, validation, and assessment, and statistical analysis in a public agency or large private organization.

**Senior Personnel Research Psychologist:**

A graduate degree in Industrial/Organizational Psychology, Educational Psychology or other closely related field, AND three (3) years of professional experience in conducting complex studies involving personnel research and analysis, employment test development, validation, and assessment, and statistical analysis in a public agency or large private organization. One year of experience as a Personnel Research Psychologist with the County of San Diego is considered qualifying.

Note: Possession of a doctoral degree in Industrial/Organizational Psychology, Educational Psychology, or other closely related field is highly desirable and may be substituted for one (1) year of the required experience.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).